

Proposed

DUTY STATEMENT

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| Classification: Energy Commission Specialist II (EFF) | Position No. 420-4936-015 |
| CBID: R10 | Office: Building Standards Implementation |
| Date Prepared: April 1, 2009 | Division: Efficiency and Renewable Energy |
| KEY: (E) IS ESSENTIAL, (M) IS MARGINAL | |

The Energy Commission Specialist II (EFF) is under the general direction of the Energy Commission Supervisor II (EFF) in the Building Standards Implementation Office of the Efficiency and Renewable Energy Division. The incumbent will develop a program to address the Compliance and Enforcement issues surrounding the Building Energy Efficiency Standards. Incumbents in these positions serve as prime resource experts by providing expert guidance on highly complex and technical problems. Incumbents in these positions are expected to work well as a team lead or team member which may consist of a relatively large number of staff members from inside and outside the Commission. Incumbents have a direct impact on programmatic direction (within their area of expertise) decisions may have statewide impact as well as influence Commission policies and industry practices. Incumbent may have high legislative and media attention, and multistate impact. The mission of the unit is to identify energy efficiency compliance and enforcement opportunities and provide support for Building Energy Efficiency Standards implementation.

WORKING CONDITIONS. Work is performed indoors in an office setting. Travel may be required to attend workshops, meetings, and hearings.

DUTIES AND RESPONSIBILITIES:

- 40% Conduct research and analysis, and provide technical leadership, direction, and coordination in efforts to increase compliance with and enforcement of the Building Energy Efficiency Standards. Identify the barriers to compliance and develop programs to overcome those barriers resulting in increased compliance with the Building Energy Efficiency Standards that is quantified and reported. (E)
- 30% Develop a comprehensive program to increase the compliance and enforcement of the Building Energy Efficiency Standards throughout California by coordinating with other state agencies (Contractor State Licensing Board, Board of Engineers, Public Utilities Commission), utilities, building departments, builders and others. Develop procedures and

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processes for contacting and working with the various parties. Develop a process to quantify the energy savings and carbon emission reductions achieved through the increased compliance with the Building Energy Efficiency Standards for reporting purposes. As program manager, lead technical staff in the accomplishment of the program goals. (E)

- 10% Lead and engage stakeholders and direct collaboratives to investigate, identify and evaluate Building Energy Efficiency Standards compliance and enforcement barriers, develop program solutions, plan future programs, and solicit stakeholder impact to implement the goals of the Compliance and Enforcement program. (E)
- 10% As Program Manager, serve as the State's prime resource expert on the Building Standards Compliance and Enforcement program in presenting conclusions and recommendations and providing expert consultation to the Energy Commission, legislature, other governmental agencies, nationally, media and private entities regarding program results, studies and energy efficiency topics. Performing this duty may require travel. (E)
- 5% Testify on request at Energy Commission hearings or on behalf of the Energy Commission before legislative bodies, governmental entities, and agencies on highly complex and technical problems relating to energy efficiency measures. Performing this duty may require travel. Participate in workshops, hearings, conferences, and meetings regarding energy efficiency related to building standards programs. Performing this duty may require travel. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

| Signatures | |
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| I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION | |
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| Date | Date |
| Energy Commission Specialist II (EFF) | EURLYNE GEISZLER Energy Commission Supervisor II (EFF) |